

Community Development Administration
1520 Market, Suite 2000
St. Louis, MO 63103
May 15, 2013

REQUEST FOR QUALIFICATIONS (RFQ)

The Community Development Administration of the City of St. Louis (CDA) and the Land Reutilization Authority hereby solicit qualified developers interested in purchasing occupied rental property located in the City of St. Louis.

The subject properties are occupied rental properties in default of their agreement(s) with CDA. Properties include both single and multi-family buildings with no more than five total units. Properties are located in multiple wards and neighborhoods and may be also in Historic Districts.

All properties are expected to be maintained as affordable rental properties. Preference will be given to developers with a plan to retain current tenants.

HOME Restrictions

The subject properties previously received assistance through the HOME Program and were fully rehabilitated within the past 10-15 years. All are subject to a HOME Regulatory Agreement. Developer will be expected to maintain the property in compliance with CDA requirements and federal regulations that include income restrictions, rent restrictions, and property standards for the remainder of the affordability period—generally 1 to 5 years.

Incentives:

No CDA financial assistance will be available.

Replying to this RFP:

For any questions with this proposal and/or assistance in completing the RFP forms, contact: Paul Werner, Housing Development Analyst, Community Development Administration, (314) 657-3816, or by email: wernerp@stlouis-mo.gov.

Process:

1. Interested parties should complete the attached preliminary application describing developer and management experience and capacity.
2. Approved developers will be provided with specific information on any properties currently available and invited to submit a proposal. No site access will be permitted.
3. Following receipt of proposal(s), CDA staff will review proposals and consult with Alderman, seeking community input where possible.
4. CDA staff will notify chosen developer of preliminary acceptance and coordinate assignment of the property.
5. Developer will then complete a full application package.

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If your Application is approved, the following information must be included in your proposal:

1. Completed CDA Rental Application and Pro-Forma (Tabs 1 – 8) which can be downloaded as an Excel file from the CDA home page, or by following this link: <http://www.stlouis-mo.gov/government/departments/community-development/residential-development/resources/applications.cfm>
2. Description of your plans for this property, including:
 - a. Use for the property (rental)
 - b. Exterior improvement planned, including landscaping, fences, parking, etc.
 - c. Interior features and/or upgrades planned
 - d. Any anticipated impact on existing tenants
3. Financial structure of the developer and management company including any partnerships planned or anticipated, and financial statements and references
4. Marketing plan as well as a sample lease and application
5. Your offer for this property

Requirements:

- Acceptable offer for the property
- Experience with similar projects
- Completed application package
- City of St. Louis business license and ability to pass city tax clearance
- Support of Alderman

Proposals will be received any time after the date of this announcement, until such time as a developer has been selected

Other guidelines:

All proposed construction will be subject to review and approval to ensure the development meets architectural guidelines and housing goals developed by the Community Development Administration and the City of St. Louis. In awarding the development, the owners may take into consideration: skills, facilities, capacity, experience, ability, responsibility, previous work, and financial standing; amount of other work being carried on by developer; and necessity of prompt and efficient completion of the work. Inability of any developer to meet the requirements mentioned above may be cause for rejection of proposal. The owners reserve the right to reject any or all proposals. By submission of a proposal, the applicant agrees to take every reasonable effort to make maximum use of Minority Business Enterprises (MBE) and Women Business Enterprises (WBE). The goal is "Maximum Utilization of MBE and WBE", with a minimum of 25% MBE plus 5% WBE of the potential subcontract amount.

Community Development Administration
An Equal Opportunity Employer

The funding of this project is financed in part through a grant from the Department of Housing and Urban Development and the Community Development Administration under the provisions of Title I of the Housing and Community Development Act of 1974 (P.L. 93-383).